



CLASSIFICATION NO. 103  
Revised: 5/86, 5/15  
FLSA: Non-Exempt  
EEO: 4

## **DEPUTY SHERIFF**

### **CLASS CHARACTERISTICS**

Under general supervision, to enforce laws and ordinances; to investigate complaints and conduct investigations; to serve civil papers; to seize property; to review and correct reports and provide assistance to investigators; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities that contract for law enforcement services.

The Deputy Sheriff is a sworn peace officer position responsible for law enforcement, community protection/service and general investigative work. The Deputy Sheriff receives assignments and complies with laws, policies, rules and regulations. Incumbents may be assigned to any unit/work group in the Sheriff's Office where work is performed by this classification, or serve in special assignments.

The Deputy Sheriff differs from the Sergeant who provides direction and leads the work of law enforcement personnel and provides lead work supervision and direction on assigned shifts or patrol district. The Deputy Sheriff differs from the Deputy Sheriff, Recruit who completes a training and development plan under close supervision to become certified.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Patrols County streets, roads, highways, business/residential areas, and bodies of water; enforces traffic and criminal codes and laws; patrols rivers and lakes enforcing water safety codes; checks property security; investigates road and safety hazards; investigates livestock complaints; conducts drug and vice investigations; operates related police equipment including patrol vehicles, electronic equipment and firearms.
2. Conducts investigations of reported criminal activity; interrogate suspects; responds to citizen complaints; gathers and processes crime scene evidence and takes latent fingerprints for use in court; interviews and takes statements from victims, witnesses and offenders; investigates traffic accidents; attempts to determine cause, takes statements, performs first aid; conducts investigations of reported disturbances and other calls for assistance.
3. Makes arrests and transports offenders to jail; transports inmates and patients under custody to institutions and courts; books offenders; extradites inmates.

4. Prepares reports of investigated disturbances, crimes, accidents, traffic enforcement for office, court and state use; maintains accurate records of law enforcement activities performed on duty; appears in court as a witness.
5. Provides education and safety presentations to the public.
6. May include special duties as assigned which may include leading the work of temporary employees.
7. Civil Deputies serve civil papers according to legal processes from the courts for the following actions: summonses or complaints, executions and garnishments, notices of small claims, orders, citations or petitions, motions and affidavits, summons and subpoenas, warrants and miscellaneous papers; takes personal property into possession; posts notice of sale; conducts sales of personal property by auction; records and documents all papers served; keeps log of all actions; provides courthouse security; assists in the transportation of prisoners.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Federal, State and County criminal, traffic and marine laws; police methods and procedures; laws governing arrest, search and seizure, use of force, criminal justice system, including courtroom testimony; police investigative procedures and techniques.

Working knowledge of: Correct spelling, grammar and punctuation; first aid and CPR.

Skill to: Properly use police equipment and techniques including firearms and restraining devices; conduct investigations; collect, evaluate and analyze facts and draw correct conclusions; operate automobile in various weather conditions and in adverse conditions; understand and follow oral and written orders including County and Sheriff's Office policies and procedures; deal with the public both tactfully and firmly; establish and maintain cooperative working relationships with the public, co-workers, and a variety of other criminal justice officials and personnel; think clearly and perform effectively in stressful or emergency situations; use a computer to enter data, write narratives and reports, and conduct research; communicate effectively, both orally and in writing with a wide range of individuals; maintain accurate and complete records.

### **WORKING CONDITIONS**

The Sheriff's Office is a 24 hours per day, 7 days per week operation requiring availability to work any and all shifts. Duties are performed in a variety of settings including office, outdoor environments and in a vehicle; depending on assignment and circumstances, the environment can be highly stressful and highly physically demanding.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eighteen (18) months of law enforcement experience as a uniformed civilian peace officer.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Certified Basic Police Officer by the Oregon Department of Public Safety Standards and Training (DPSST) or by another state within the last five years.
- Some assignments require: Field Training Officer Certification; Basic Police Dog Handler's Course; Basic Motorcycle Training Course (Team Oregon)/State Certified motorcycle training and a Motorcycle Endorsement on their Oregon Driver license at time of appointment; Radar and lidar (laser) equipment certified; possess and maintain certification as a level II Commercial Vehicle Inspector, Oregon State Marine Board Certification; UPL Marine Accident Investigation Certification; current Firearms Instructor certification within department; passing additional special assignment or mission specific physical agility/fitness test(s); passing a firearms proficiency test; other specific assignment related certifications.

**PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation, including fingerprinting, and be free from convictions of crime other than minor traffic violations.

Must pass a pre-employment drug test.

Must pass a post-offer job-related physical examination and psychological examination. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Possession of a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.